

## LOCAL GOVERNMENT ACT 1972

### MINUTES OF THE ANNUAL PARISH MEETING HELD AT BRACKLESHAM BARN ON THURSDAY 17<sup>TH</sup> MAY 2018 WHICH COMMENCED AT 7.00PM

**PRESENT:** Cllrs. Keith Martin (Chairman), Chris Charter (Vice Chairman), Robert Carey, John Stant and Sandy Simpson.

**In attendance:** Mrs Louise Chater (Clerk to Earnley Parish Council), District Cllr. Susan Taylor, two representatives from The Really Brilliant Company and nine registered electors.

The chairman introduced the Parish Council and the representatives of The Really Brilliant Company.

**A01.18** Minutes of the last Annual Meeting - 18<sup>th</sup> May 2017  
On a proposal by John Stant, it was **RESOLVED** to agree and sign the minutes; this was duly completed.

**A02.18** Matters arising  
None.

**A03.18** Annual Report from the Parish Council

Richardson's/South Downs Update - the Parish Council has objected to the application for 85 properties on the site; therefore, the application will be considered by Chichester District Council Planning Committee.

Earnley Concourse - The Parish Council has put an offer on Lot 4 which is currently on hold due to the potential purchase of the whole site. The Parish Council has requested early meetings when the sale goes through.

A27 - The Parish Council has been very active in the Build A Better A27 initiative which have been led by West Sussex County Council. West Sussex County Council have appointed a consultant (Systra) to provide possible solutions to issues on the A27, the final analysis is due shortly. The proposals will be presented to Chichester District Council and West Sussex County Council for consideration and will ultimately go to Highways England. The consultants are proposing two options one a northern route which provides strong separation of through/local traffic and a significant increase in capacity for long term growth.

The Southern Route - separation of through/local traffic, maintaining local connectivity and modest capacity increases to support growth in the medium to long term.

Highways - the Parish Council are aiming to reduce the traffic to the speed limits within the parish. The Parish Council now has access to £20,000 which for highways schemes is not a significant amount of money. The Parish Council are currently investigating white lining and village gateways to give the perception of a narrower road.

Volunteers within in Earnley - The Volunteer group came about through the Parish Plan Questionnaire residents felt that they wanted to be more involved in the community. We have approximately 30 volunteers on our database and we have held a number events, including the fetes, litter picks, collection for food bank, bus shelter repair, tree planting on Medmerry and clearing of B2145 Bell Lane. A request for future project ideas and more volunteers was made.

Planning - The Parish Council is a statutory consultee. If the Parish Council objects to an application, it must go before the full planning committee at Chichester District Council. In the last 12 months the Parish Council has reviewed 49 applications within the Parish and five applications in adjoining parishes. Of the 49 eight were tree applications and nine were Part 3 Class Q applications, this legislation allows conversion of storage buildings, barns and agricultural buildings without going through the full planning process. This legislation is having a significant affect on the parish due to the Land Settlement Area. The Parish Council are working with Sidlesham Parish Council to ensure that Chichester District Council are adhering to the rules n respective of these applications.

Verges- West Sussex County Council are responsible for three cuts per year to ensure traffic and pedestrian safety. The Parish Council are considering arranging an additional cut and we will be seeking your views in the next newsletter.

Footpaths - the inspection takes place every 15 months, maintenance work on the structures has taken place. Clearance work has taken place round the millennium stone, we don't know who completed this work, but we are very grateful.

Flooding Prevention Group year 5 report - the group has worked with the Manhood Wildlife & Heritage Group to survey 30 kilometres of water courses in the Parish. The Almodington diversion project has recently been completed to take water away from people's homes and the culvert works has been completed at Hawthorn Nursery. The Parish Council has entered into a Wayleave Agreement with Easton Farm Partnership which has been filled with the Land Registry. So far, the flood group has spent £788,000 on flood prevention work in the Parish. Future plans include the last bit of work at Hawthorn Nursery and building financial reserves to ensure that the work carried out can be maintained in the future. The Flood Prevention group are looking for volunteers to help with surveying and maintaining the ditches in the parish any volunteers will be provided with training.

#### **A04.18**

##### Questions from the Public

A resident expressed concern with regard to the deterioration of grass verges, in particular in Bookers Lane. The Chairman advised that the responsibility is with West Sussex the most efficient way is to report the issue via Love West Sussex, the County Council has just received grant

funding from Central Government which should enable further work to be completed.

Q. A27 the final forum meeting is due to take place please can you tell us is the purpose of the meeting to make a recommendation?

A. The main purpose is for Systra to present the report and listen to the comments, it is hoped that the meeting will make a recommendation to go forward.

A resident stated that the report appears to be advising the northern route, but expressed concern that Highways England have stated that community consensus is required.

Q. What is your best guess at the result?

A. The Chairman responded that the main criteria is a long-term solution and separates the through and local traffic. The consultant states there is only one route that enables this. The southern route is technically challenging, we have seen the chaos that the Stockbridge bridge work has caused. Cllr. Carey stated that Highways England would consider consensus to be achieved when West Sussex County Council, Chichester District Council and our MP all concur; District Cllr Taylor agreed with this statement.

The Quiz prize of a bottle of champagne was presented to the quiz winner who had got 40% of the questions right.

**A05.18** A presentation was given by the "The Really Brilliant Company" who produce Brilliant Gin in small batches in Itchenor.

The meeting closed at 20.41

Signed: \_\_\_\_\_ Chairman Earnley Parish Council

Dated: \_\_\_\_\_



# EARNLEY PARISH COUNCIL DATA PROTECTION POLICY

## 1. INTRODUCTION

1.1. Earnley Parish Council (the Council) collects and uses certain types of personal information about staff, Councillors, residents and other individuals who come into contact with the Council. The Council may be required by law to collect and use certain types of information to comply with statutory obligations related to employment and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation and other related legislation. This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulations and other related legislation.

1.2. The GDPR applies to all computerised data and manual files if they come within the definition of a filing system.

## 2. PERSONAL DATA

2.1. 'Personal data' is information that identifies an individual. A sub-set of personal data is known as 'personal sensitive data'. This special category data is information that relates to a persons:

- 2.1.1. race or ethnic origin;
- 2.1.2. political opinions;
- 2.1.3. religious or philosophical beliefs;
- 2.1.4. trade union membership;
- 2.1.5. physical or mental health;
- 2.1.6. an individual's sex life or sexual orientation;
- 2.1.7. genetic or biometric data for the purpose of uniquely identifying a natural person.

2.2. Personal sensitive data is given special protection, and additional safeguards apply if this information is to be collected and used.

2.3. The Council does not intend to seek or hold sensitive personal data about staff, trustees or clients except where it has been notified of the information, or it comes to light via legitimate means (e.g. a grievance) or needs to be sought and held in compliance with a legal obligation or as a matter of good practice.



### 3. THE DATA PROTECTION PRINCIPLES

3.1. Article 5 of the GDPR sets out six data protection principles which must be followed at all times:

3.1.1. personal data shall be processed fairly, lawfully and in a transparent manner;

3.1.2. Personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes;

3.1.3. personal data shall be adequate, relevant and limited to what is necessary for the purpose(s) for which it is being processed;

3.1.4. personal data shall be accurate and, where necessary, kept up to date; 3.1.5. personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose / those purposes;

3.1.6. personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

3.2. In addition to this, the Council is committed to ensuring that at all times, anyone dealing with personal data shall be mindful of the individual's rights under the law (as explained in more detail in paragraphs 7 and 8 below).

3.3. The Council is committed to complying with the principles in 3.1 at all times. This means that we will:

3.3.1. inform individuals as to the purpose of collecting any information from them, as and when we ask for it and will identify who we will share the information with and how long we intend to retain the information;

3.3.2. be responsible for checking the quality and accuracy of the information;

3.3.3. regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with the data retention policy;

3.3.4. ensure that when information is authorised for disposal it is done in accordance with our disposals policy;





3.3.5. ensure appropriate security measures to safeguard personal information whether it is held in paper files or on our computer system, and follow the relevant security policy requirements at all times;

3.3.6. share personal information with others only when it is necessary and legally appropriate to do so;

3.3.7. set out clear procedures for responding to requests for access to personal information known as subject access requests;

3.3.8. report any breaches of the GDPR.

#### **4. CONDITIONS FOR PROCESSING**

4.1. The individual has given consent that is specific to the particular type of processing activity.

4.2. The processing is necessary for the performance of a contract, to which the individual is a party, or is necessary for the purpose of taking steps with regards to entering into a contract with the individual, at their request.

4.3. The processing is necessary for the performance of a legal obligation to which we are subject.

4.4. The processing is necessary to protect the vital interests of the individual or another.

#### **5. USE OF PERSONAL DATA BY THE COUNCIL**

5.1. The Council collects and uses certain types of personal information about staff, Councillors, residents and other individuals who come into contact with the Council. In each case, the personal data must be treated in accordance with the data protection principles as outlined in paragraph 3.1 above.

5.2. Any wish to limit or object to use of personal data should be notified to the Clerk in writing. If, in the view of the Clerk, the objection cannot be maintained, the individual will be given written reasons why the Council cannot comply with their request.

##### **Staff, Councillors and Volunteers**

5.3. The personal data held about staff, Councillors and volunteers will include contact details, employment history, information relating to career progression, information relating to DBS checks and photographs.



5.4. The data is used to comply with legal obligations placed on the Council in relation to employment. We may pass information to other regulatory authorities where appropriate. Personal data will also be used when giving references.

5.5. It should be noted that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as "spent" once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.

### **Other Individuals**

5.6. The Council may hold personal information in relation to other individuals who have contact with the Council, such as volunteers and guests. Such information shall be held only in accordance with the data protection principles, and shall not be kept longer than necessary.

## **6. SECURITY OF PERSONAL DATA**

6.1. The Council will take reasonable steps to ensure that members of staff and Councillors will only have access to personal data where it is necessary for them to carry out their duties. All staff will be made aware of this Policy and their duties under the GDPR. The Council will take all reasonable steps to ensure that all personal information is held securely and is not accessible to unauthorised persons.

## **7. DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES**

7.1. The following list includes the most usual reasons that the Council will authorise disclosure of personal data to a third party:

7.1.1. To give a confidential reference relating to a current or former employee;

7.1.2. for the prevention or detection of crime;

7.1.3. for the assessment of any tax or duty;

7.1.4. where it is necessary to exercise a right or obligation conferred or imposed by law upon the Council (other than an obligation imposed by contract);

7.1.5. for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings);

7.1.6. for the purpose of obtaining legal advice;



7.2. The Council may receive requests from third parties to disclose personal data it holds about staff or other individuals. This information will not generally be disclosed unless one of the specific exemptions under data protection legislation which allow disclosure applies; or where necessary for the legitimate interests of the individual concerned or The Council.

7.3. All requests for the disclosure of personal data must be sent to the Clerk, who will review and decide whether to make the disclosure, ensuring that reasonable steps are taken to verify the identity of that third party before making any disclosure.

## **8. SUBJECT ACCESS REQUESTS**

8.1. Anybody who makes a request to see any personal information held about them by the Council is making a subject access request. All information relating to the individual, including that held in electronic or manual files should be considered for disclosure.

8.2. A subject access request must be made in writing. The Council may ask for any further information reasonably required to locate the information.

8.3. All requests will be handled in line with the Subject Access procedural note.

## **9. OTHER RIGHTS OF INDIVIDUALS**

### **Right to restrict processing**

9.1. An individual has the right to object to the processing of their personal data and to block or suppress the processing.

9.2. Where such an objection is made, it must be sent to the Clerk who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

9.3. The Clerk shall be responsible for notifying the individual of the outcome of their assessment within 20 working days of receipt of the objection.



## **Right to rectification**

9.4. An individual has the right to request the rectification of inaccurate data or incomplete data without undue delay. Where any request for rectification is received, it should be sent to the Clerk and where adequate proof of inaccuracy is given, the data shall be amended as soon as reasonably practicable, and the individual notified within 20 days.

9.5. Where there is a dispute as to the accuracy of the data, the request and reasons for refusal shall be noted alongside the data, and communicated to the individual. The individual shall be given details of how to appeal to the Information Commissioner.

9.6. An individual also has a right to have incomplete information completed by providing the missing data, and any information submitted in this way shall be updated without undue delay.

## **Right to erasure**

9.7. Individuals have a right, in certain circumstances, to have data permanently erased without undue delay. This right arises in the following circumstances:

9.7.1. where the personal data is no longer necessary for the purpose or purposes for which it was collected and processed;

9.7.2. where consent is withdrawn and there is no other legal basis for the processing;

9.7.3. where an objection has been raised under the right to object, and there is no overriding legitimate interest for continuing the processing

9.7.4. where personal data is being unlawfully processed (usually where one of the conditions for processing cannot be met);

9.7.5. where the data has to be erased in order to comply with a legal obligation.

9.8. The Clerk will make a decision regarding any application for erasure of personal data, and will balance the request against the exemptions provided for in the law. Where a decision is made to erase the data, and this data has been passed to other data controllers, and / or has been made public, reasonable attempts to inform those controllers of the request shall be made.





## **Right to object**

9.9. An individual has the right to object to:

- 9.9.1. processing based upon legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- 9.9.2. direct marketing (including profiling);
- 9.9.3. processing for purposes of scientific /historical research and statistics.

9.10. Where such an objection is made, it must be sent to the Clerk who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

## **Right to portability**

9.11. If an individual wants to send their personal data to another organisation they have a right to request that the Council provides their information in a structured, commonly used, and machine readable format. This right is limited to situations where the Council is processing the information on the basis of consent or performance of a contract. If a request for this is made, it should be forwarded to the Clerk.

## **10. BREACH OF ANY REQUIREMENT OF THE GDPR**

10.1. Any and all breaches of the GDPR, including a breach of any of the data protection principles shall be reported as soon as it is discovered, to the Clerk.

Once notified, the Clerk shall assess:

- 10.1.1. the extent of the breach;
- 10.1.2. the risks to the data subjects as a consequence of the breach;
- 10.1.3. any security measures in place that will protect the information;
- 10.1.4. any measures that can be taken immediately to mitigate the risk to the individuals.

10.2. Unless the Clerk concludes that there is unlikely to be any risk to individuals from the breach, it must be notified to the Information



Commissioner's Office within 72 hours of the breach having come to the attention of the Council.

10.3. The Information Commissioner shall be told:

- 10.3.1. details of the breach, including the volume of data at risk, and the number and categories of data subjects;
- 10.3.2. the contact point for any enquiries;
- 10.3.3. the likely consequences of the breach;
- 10.3.4. the measures proposed or already taken to address the breach

10.4. If the breach is likely to result in a high risk to the affected individuals then the Clerk shall notify data subjects of the breach without undue delay unless the data would be unintelligible to those not authorised to access it, or measures have been taken to mitigate any risk to the affected individuals.

10.5. Data subjects shall be told:

- 10.5.1. the nature of the breach;
- 10.5.2. who to contact with any questions;
- 10.5.3. measures taken to mitigate any risks.

10.6. The Clerk shall then be responsible for instigating an investigation into the breach, including how it happened, and whether it could have been prevented. Any recommendations for further training or a change in procedure shall be reviewed by the Council and a decision made about implementation of those recommendations. 7

A review of the policy shall be undertaken bi-annually (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to Full Council for approval. The Council will undertake to ensure that its members and employees are trained in the process required by this policy as deemed appropriate.

Adopted on: \_\_\_\_\_

Minute Number: \_\_\_\_\_

Review Date: \_\_\_\_\_



## **EARNLEY PARISH COUNCIL STAFF IT SECURITY POLICY**

### **IT, Communications and Monitoring**

Earnley Parish Council (EPC) provides employees with access to various computer facilities for work and communication purposes. In order to ensure compliance with all applicable laws in relation to data protection, information security and compliance monitoring, EPC has adopted an IT communications and monitoring policy which should be read in conjunction with its Data Protection policy.

### **Breach of the policy**

Breach of this policy will be regarded as a disciplinary offence and will be dealt with under the Council's formal disciplinary process.

Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council's formal grievance procedure.

### **IT, communications and monitoring**

EPC makes use of IT systems, for data storage, communications and as a source of information. We have adopted an IT, communications and monitoring policy in order to:

- prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material);
- protect confidential, personal or commercially sensitive data;
- prevent the introduction of viruses;
- prevent the use of unlicensed software; ensure that Council property is properly looked after; and
- monitor the use of computer facilities to ensure compliance with internal policies and rules and to detect abuse.

### **IT, communication and monitoring policy ("the policy")**

#### **Introduction**

1. EPC provides you with access to various computing, telephone and postage facilities ("the Facilities") to allow you to undertake the responsibilities of your position and to improve internal and external communication.
2. This policy sets out the Council's position on your use of the Facilities and it includes:
  - your responsibilities and potential liability when using the Facilities
  - the monitoring policies adopted by the Council;
  - and guidance on how to use the Facilities.



3. This policy has been created to:

- ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring
- protect the Council from the risk of financial loss, loss of reputation or libel; and
- ensure that the Facilities are not used so as to cause harm or damage to any person or organisation.

4. This policy applies to the use of:

- local, inter-office, national and international, private or public networks and all systems and services accessed through those networks
- desktop, portable and mobile computers and applications;
- social media; and
- electronic mail and messaging services.

#### **Computer facilities: Use of computer systems**

5. Subject to anything to the contrary in this policy the Facilities must be used for Council business purposes only.

6. In order to maintain the confidentiality of information held on or transferred via the Council's Facilities, security measures are in place and must be followed at all times. A log-on ID and password is required for access to the Council's network. This will be changed regularly and must be kept secure and not shared with anyone.

7. You are expressly prohibited from using the Facilities for the sending, receiving, printing or otherwise disseminating information which is the confidential information of the Council or its clients other than in the normal and proper course of carrying out your duties for the Council.

8. In order to ensure proper use of Council computers, you must adhere to the following practices:

- anti-virus software must be kept running at all times;
- media storage such as USB drives, CD's or portable hard drives will not be permitted unless they have been provided by the IT supplier;
- obvious passwords such as birthdays and spouse names, etc, must be avoided (the most secure passwords are random combinations of letters and numbers);
- all files must be stored on the network drive which is backed up regularly to avoid loss of information; and
- always log off the network before leaving your computer for long periods of time or overnight.





## **Software**

9. Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licences to which the Council is a contracting party. This means, in particular, that:

- software must not be installed onto any of the Council's computers unless this has been approved in advance by our IT Contractors. They will be responsible for establishing that the appropriate licence has been obtained, that the software is virus free and compatible with the computer Facilities; and
- software should not be removed from any computer nor should it be copied or loaded on to any computer without prior consent.

## **Laptop computers, PC's , tablets and smart phones**

10. Laptop computers, PC's, tablets and smart phones belonging to the Council along with related equipment and software are subject to all of the Council's policies and guidelines governing non-portable computers and software). All laptops, PC's and tablets will be encrypted. When using such equipment:

- you are responsible for all equipment and software until you return it. It must be kept secure at all times;
- you are the only person authorised to use the equipment and software issued to you;
- you must work within the Sharepoint environment when carrying out Council business to ensure that all data is backed up and accessible by the Clerk;
- if you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention;
- upon the request of the Council at any time, for any reason, you will immediately return any equipment and all software to the Council; and
- if you are using your own laptop or PC to connect with the Council's network or to transfer data between the laptop or PC and any of the Council's computers you must ensure that you have obtained prior consent, comply with instructions and ensure that any data downloaded or uploaded is free from viruses.

## **Email (internal or external use)**

11. All staff will be issued a Council email account which should be used when transacting on behalf of the PC.

12. Internet email is not a secure medium of communication; it can be intercepted and read. Do not use it to say anything you would not wish to be made public. If you are sending confidential information by email this should be sent using password protected attachments.

13. Email should be treated as any other documentation. If you would normally retain a certain document in hard copy you should retain the email.



14. Do not forward email messages unless the original sender is aware that the message may be forwarded. If you would not have forwarded a copy of a paper memo with the same information do not forward the email.

15. Your email inbox should be checked on a regular basis.

16. As with many other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that might be misinterpreted by a reader.

17. Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of the Facilities is strictly prohibited. The legal focus in a harassment case is the impact of the allegedly harassing material on the person viewing it, not how the material is viewed by the person sending or displaying it.

18. Staff will be required to surrender their email account and all of its contents to the Clerk if they decide to leave the Council.

### **Internet**

19. Posting information on the internet, whether on a newsgroup, via a chat room or via email is no different from publishing information in the newspaper. Staff should confirm the posting with the Clerk prior to issue.

20. Using the internet for the purpose of trading or carrying out any business activity other than Council business is strictly prohibited.

21. For the avoidance of doubt the matters set out above include use of wireless facilities.

### **Monitoring policy**

22. The policy of the Council is that we may monitor your use of the Facilities.

23. The Council recognises the importance of an individual's privacy but needs to balance this against the requirement to protect others and preserve the integrity and functionality of the Facilities.

24. The Council may from time to time monitor the Facilities. Principal reasons for this are to:

- detect any harassment or inappropriate behaviour by employees, ensuring compliance with contracts of employment and relevant policies including the health and safety, ethical and sex discrimination policies;



- ensure compliance of this policy;
- detect and enforce the integrity of the Facilities and any sensitive or confidential information belonging to or under the control of the Council;
- ensure compliance by users of the Facilities with all applicable laws (including data protection), regulations and guidelines published and in force from time to time; and
- monitor and protect the wellbeing of employees.

25. The Council may adopt at any time a number of methods to monitor use of the Facilities. These may include:

- recording and logging of internal, inter-office and external telephone calls made or received by employees using its telephone network (including where possible mobile telephones). Such recording may include details of length, date and content;
- recording and logging the activities by individual users of the Facilities. This may include opening emails and their attachments, monitoring Internet usage including time spent on the internet and websites visited;
- physical inspections of individual users computers, software and telephone messaging services;
- periodic monitoring of the Facilities through third party software including real time inspections;
- physical inspection of an individual's post; and
- archiving of any information obtained from the above including emails, telephone call logs and Internet downloads.

26. The Council will not (unless required by law):

- allow third parties to monitor the Facilities (with the exception of our appointed IT supplier); or
- disclose information obtained by such monitoring of the Facilities to third parties unless the law permits.

27. The Council may be prohibited by law from notifying employees using the Facilities of a disclosure to third parties.

### **Social Media**

28. The Council may use social media to communicate messages to residents and will only be used:

- by the Clerk and persons nominated by the Clerk;
- to transmit factual information and news, not personal opinion;
- to respond to comments and requests submitted via the account.
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29. Staff using their own social media accounts must ensure that any comment made is clearly identified as their own and not representative of the Council.

### **General guidance**



30. Never leave any equipment or data (including client files, laptops, computer equipment and mobile phones) unattended on public transport or in an unattended vehicle.

31. When using email or sending any form of written correspondence:

- be careful what you write; never forget that email and written correspondence are not the same as conversation: they are a written record and can be duplicated at will;
- use normal capitalisation and punctuation; typing a message all in capital letters is the equivalent of shouting at the reader;
- check your grammar and spelling; and do not forget that emails and other forms of correspondence should maintain the high standards expected by the Council.

**Observation of this policy is mandatory and forms part of the terms and conditions of employment of staff and the terms of access to Earnley Parish Council's systems and offices. Misuse of the Facilities will be treated as gross misconduct and may lead to dismissal.**

A review of the policy shall be undertaken bi-annually (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the Full Council for approval. The Council will undertake to ensure that its members and employees are trained in the process required by this policy as deemed appropriate.

Adopted on: \_\_\_\_\_ Minute Number: \_\_\_\_\_

Review Date: \_\_\_\_\_





## **EARNLEY PARISH COUNCIL COUNCILLOR IT SECURITY POLICY**

### **IT, Communications and Monitoring**

Earnley Parish Council (EPC) provides Councillors with access to various facilities for work and communication purposes. In order to ensure compliance with all applicable laws in relation to data protection, information security and compliance monitoring, EPC has adopted an IT communications and monitoring policy which should be read in conjunction with its Data Protection policy.

### **Breach of the policy**

Breach of this policy will be regarded as an offence and may be reported to the Standards Committee. Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council's formal grievance procedure.

### **IT, communications and monitoring**

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- prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material); protect confidential, personal or commercially sensitive data;
- prevent the introduction of viruses;
- prevent the use of unlicensed software;
- ensure that Council property is properly looked after; and
- monitor the use of computer facilities to ensure compliance with internal policies and rules and to detect abuse.

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- the monitoring policies adopted by the Council; and
- guidance on how to use the Facilities.

3. This policy has been created to:

- ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring
- protect the Council from the risk of financial loss, loss of reputation or libel; and
- ensure that the Facilities are not used so as to cause harm or damage to any person or organisation.

4. This policy applies to the use of:

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- social media; and
- electronic mail and messaging services.

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5. Subject to anything to the contrary in this policy the Facilities must be used for Council business purposes only.
6. In order to maintain the confidentiality of information held on or transferred via the Council's Facilities, security measures are in place and must be followed at all times. A log-on ID and password is required for access to the Council's network. This will be changed regularly and must be kept secure and not shared with anyone.
7. You are expressly prohibited from using the Facilities for the sending, receiving, printing or otherwise disseminating information which is the confidential information of the Council or its clients other than in the normal and proper course of carrying out your duties for the Council.
8. In order to ensure proper use of Council computers, you must adhere to the following practices:
  - anti-virus software must be kept running at all times;
  - media storage such as USB drives, CD's or portable hard drives will not be permitted unless they have been provided by the IT supplier;



- obvious passwords such as birthdays and spouse names, etc, must be avoided (the most secure passwords are random combinations of letters and numbers);
- all files must be stored on the network drive within Sharepoint which is backed up regularly to avoid loss of information; and
- always log off the network before leaving your computer for long periods of time or overnight.

## **Software**

9. Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licences to which the Council is a contracting party. This means, in particular, that:
- software must not be installed onto any of the Council's computers unless this has been approved in advance by our IT Contractors. They will be responsible for establishing that the appropriate licence has been obtained, that the software is virus free and compatible with the computer Facilities; and
  - software should not be removed from any computer nor should it be copied or loaded on to any computer without prior consent.

## **Laptop computers, PC's, tablets and smart phones**

10. Laptop computers, PC's, tablets and smart phones belonging to the Council along with related equipment and software are subject to all of the Council's policies and guidelines governing non-portable computers and software). All laptops, PC's and tablets will be encrypted. When using such equipment:
- you are responsible for all equipment and software until you return it. It must be kept secure at all times;
  - you are the only person authorised to use the equipment and software issued to you;
  - you must work within the Sharepoint environment when carrying out Council business to ensure that all data is backed up and accessible by the Clerk;
  - if you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention;
  - upon the request of the Council at any time, for any reason, you will immediately return any laptop, equipment and all software to the Council;
  - if you are using your own laptop or PC to connect with the Council's network or to transfer data between the laptop/PC and any of the Council's computers you



must ensure that you have obtained prior consent, comply with instructions and ensure that any data downloaded or uploaded is free from viruses;

- and you will be responsible for ensuring that your home equipment is adequately protected from viruses and malware and that operating system patches are routinely applied.

### **Email (internal or external use)**

11. All Councillors will be issued a Council email account which should be used when transacting on behalf of the PC. **Councillors are not permitted to divert their Council emails to home or other email accounts.**
12. Internet email is not a secure medium of communication; it can be intercepted and read. Do not use it to say anything you would not wish to be made public. If you are sending confidential information by email this should be sent using password protected attachments.
13. Email should be treated as any other documentation. If you would normally retain a certain document in hard copy you should retain the email.
14. Do not forward email messages unless the original sender is aware that the message may be forwarded. If you would not have forwarded a copy of a paper memo with the same information do not forward the email.
15. Your email inbox should be checked on a regular basis.
16. As with many other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that might be misinterpreted by a reader.
17. Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of the Facilities is strictly prohibited. The legal focus in a harassment case is the impact of the allegedly harassing material on the person viewing it, not how the material is viewed by the person sending or displaying it.
18. Councillors will be required to surrender their email account and all of its contents to the Clerk at the end of their term of office or if they decide to leave the Council.

### **Internet**

19. Posting information on the internet, whether on a newsgroup, via a chat room or via email is no different from publishing information in the newspaper. If a posting is





alleged to be defamatory, libellous, or harassing, the person making the posting and the Council could face legal claims for monetary damages.

20. Using the internet for the purpose of trading or carrying out any business activity other than Council business is strictly prohibited.

21. For the avoidance of doubt the matters set out above include use of wireless facilities.

### **Monitoring policy**

22. The policy of the Council is that we may monitor your use of the Facilities.

23. The Council recognises the importance of an individual's privacy but needs to balance this against the requirement to protect others and preserve the integrity and functionality of the Facilities.

24. The Council may from time to time monitor the Facilities. Principal reasons for this are to:

- detect any harassment or inappropriate behaviour by employees, ensuring compliance with contracts of employment and relevant policies including the health and safety, ethical and sex discrimination policies;
- ensure compliance of this policy;
- detect and enforce the integrity of the Facilities and any sensitive or confidential information belonging to or under the control of the Council;
- ensure compliance by users of the Facilities with all applicable laws (including data protection), regulations and guidelines published and in force from time to time; and
- monitor and protect the wellbeing of employees.

25. The Council may adopt at any time a number of methods to monitor use of the Facilities. These may include:

- recording and logging of internal, inter-office and external telephone calls made or received by employees using its telephone network (including where possible mobile telephones). Such recording may include details of length, date and content;
- recording and logging the activities by individual users of the Facilities. This may include opening emails and their attachments, monitoring Internet usage including time spent on the internet and websites visited;
- physical inspections of individual users computers, software and telephone messaging services;
- periodic monitoring of the Facilities through third party software including real time inspections;



- physical inspection of an individual's post; and
- archiving of any information obtained from the above including emails, telephone call logs and Internet downloads.

26. The Council will not (unless required by law):

- allow third parties to monitor the Facilities (with the exception of our appointed IT supplier); or
- disclose information obtained by such monitoring of the Facilities to third parties unless the law permits.

27. The Council may be prohibited by law from notifying employees using the Facilities of a disclosure to third parties.

### **Social Media**

28. The Council may use social media to communicate messages to residents and will only be used by the Clerk and persons nominated by the Clerk:

- to transmit factual information and news, not personal opinion
- to respond to comments and requests submitted via the account.

29. Councillors using their own social media accounts must ensure that any comment made is clearly identified as their own and not representative of the Council.

**Observation of this policy is mandatory and forms part of the terms and conditions of access to Earnley Parish Council's systems and offices. Misuse of the Facilities will be treated as gross misconduct and may be reported to the Standards Committee.**

A review of the policy shall be undertaken bi-annually (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the Full Council for approval. The Council will undertake to ensure that its members and employees are trained in the process required by this policy as deemed appropriate.

Adopted on: \_\_\_\_\_ Minute Number: \_\_\_\_\_

Review date: \_\_\_\_\_



## Data Mapping Exercise - Earnley Parish Council

May 2018

### Background

Earnley Parish Council (the Parish Council) is undergoing a review of its processes and practices to ensure compliance with the GDPR. The Parish has a population of around 400.

To ensure that it is aware of the lawful basis for processing it has carried out a complete review of all areas where data enters the organisation, what consent it gained, how the data is secured and how it is disposed of.

### Method

The Clerk and Chairman engaged in a process mapping exercise which identified all information the Parish Council currently holds.

### Findings

The Council is registered with the Information Commissioner

The Council is advised to have an external Data Protection Officer.

There is a PC owned lap top and phone.

There is a need to implement a suite of new policies and procedural notes.

Contacts with Councillors are not via secure email.

CCTV is not used.

Mailing data base has always had an opt out. Moving to Mail Chimp for future mailing.

Website is managed by a local resident. There are privacy documents on the site but they are not very visible.

No annual contract to maintain IT and no five year business plan to ensure IT is kept up to date.

Payroll is carried out by an external provider. No DSA in place and no access to the payroll data by the PC.

All staff and Councillors have undertaken Data Protection training.

There is no induction programme to ensure that new staff and Councillors understand their responsibilities.

### **Recommendations**

1. An IT security policy and Data Protection Policy needs to be adopted and signed by all staff and Councillors. This needs to be part of an adopted Induction Programme.
2. A data retention policy needs to be adopted to ensure that future data is kept only for as long as necessary to fulfil the purpose for which it was collected. Paper information should be 'culled' and where the retention can no longer be justified it should be shredded. If it needs to be retained it would be advantageous for the Council to consider scanning back copies where possible and going forward to stop filing paper copies and hold them online. This will improve security and resilience.
3. A review of IT security needs to be carried out to establish the current baseline. A full report of how the IT security, patch management and data storage are undertaken must be provided.
4. To ensure data security and continuity Microsoft Office 365 and Sharepoint should be implemented across the organisation with all Councillors having an email address that belongs to the Council. It is further suggested that any IT contract assists the Council with a five year rolling IT replacement plan to ensure that the IT remains up to date and compliant.
5. The web site needs to be updated to include a privacy policy relating to GDPR and a DSA request notice. (it is further recommended, although not part of the GDPR review that the PC uses its web site as its Freedom of Information Publication Scheme).
6. Data Sharing Agreements should be put in place between the PC and all external agencies who access data such as the payroll provider.











**EARNLEY PARISH COUNCIL**

**Monthly Statement of Bank Accounts as at 30 April 2018**

Balance brought forward 1st April 2018	£54,216.34	
Add Receipts	£8,964.00	<u>£63,180.34</u>
Less Payment	£2,689.59	
Balance		<u><u>£60,490.75</u></u>

Bank Accounts	Unity Account	£60,708.62	
			£60,708.62

Less unrepresented payments		
Barclaycard	cartridge people	£86.82
West Sussex County Council Pension		£131.05

217.87

add any monies not cleared

0

**RECONCILED BALANCE**

£60,490.75

Note: the stated balances include funds set aside for the following :  
Reserves:

Office Equipment	176	
Election Reserves	961	
Noticeboard Replacement	2140	
Bus Shelter Maintenance	450	
Road Signs	250	
Flood Alleviation	40323.68	
Sreet Lighting	100	
Parish Plan Project Reserve	1400	
		<u>£45,800.68</u>

The balance available for expenditure is therefore

£14,690.07

**Prepared by** Louise Chater

Signed \_\_\_\_\_

Dated \_\_\_\_\_



**EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET**  
As at 30 April 2018

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
<b>General Administration</b>							
Insurance	1	300	350	342	8	2%	
Audit Fees	2	225	250	0	250	100%	
Data Protection	3	35	185	0	185	100%	
Councillors and Clerks training	4	500	300	17	283	94%	
Parish Council Newsletter	5	300	250	0	250	100%	
Office Telephone	6	100	120	8	112	93%	
Printing & Stationery	7	350	400	116	284	71%	
Room Hire & Hospitality	8	375	330	0	330	100%	
Office 365, Website and anti virus protecti	9	150	150	0	150	100%	
NALCC, SALC & CALC Subscription	10	170	159	144	15	10%	
SLCC and Institute Membership	11	90	100	0	100	100%	
Office Equipment	12	200	500	26	474	95%	
		<u>2795</u>	<u>3094</u>	<u>653</u>	<u>2,441</u>	79%	
<b>Salaries &amp; Related Expenses</b>							
Clerks Salary (gross)	13	6554	6746	1,071	5,675	84%	
Transfer Salary/Pension to Fete Budget		0	0		0	#DIV/0!	
Ill Health Insurance	14		80	0	80	100%	
office rent and broadband	15	220	220	37	183	83%	
pension payment	16	1423	1464	214	1,250	85%	
Payroll Services	17	65	75	73	2	3%	
Clerk Expenses	18	380	250	0	250	100%	
		<u>8,642</u>	<u>8835</u>	<u>1,395</u>	<u>7,440</u>	84%	
<b>Grants</b>							
Citizen's Advice Bureau LGA 1972 s142	19	100	100	0	100	100%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	20	350	400	350	50	13%	
Youth Club LG (MP) a 1976 s19	21	100	100	0	100	100%	
Manhood Penninsula Partnership	22		130	0	130	100%	
		<u>550</u>	<u>730</u>	<u>350</u>	<u>380</u>	52%	
<b>Power Of Well Being Grants</b>							
Participatory Funding & Emergent Requests	23	130	100	0	100	100%	
		<u>130</u>	<u>100</u>	<u>0</u>	<u>100</u>	100%	
<b>Public Areas</b>							
Street Lighting	24	200	100	0	100	100%	
Road Signs	25	865	250	0	250	100%	
Bus Shelter Replacement	26	300	300	0	300	100%	
Bus Shelter Cleaning	27	150	100	0	100	100%	
Notice Boards Replacement	28	435	200	0	200	100%	
Notice Boards Maintenance	29	100	100	0	100	100%	
Parish Plan Projects Reserve	30	1,400	500	0	500	100%	
Verge Grass Cutting	31	0	1,000	0	1,000	100%	
Flood Alleviation Projects	32	0	0	0	0	#DIV/0!	
Earnley Concourse - Lot 4	33	0	1,500	0	1,500	100%	
		<u>3450</u>	<u>4,050</u>	<u>0</u>	<u>4,050</u>	100%	
Annual Parish Assembly	34	40	100	0	100	100%	
Councillors' Expenses	35	100	50	0	50	100%	
Sundry Expenses	36	100	150	0	150	100%	
Election Reserve Fund	37	250	250	0	250	100%	
Flood Alleviation Scheme Loan (final payment April 2023)	38	568	568	284	284	50%	
		<u>1058</u>	<u>1,118</u>	<u>284</u>	<u>834</u>	75%	
<b>TOTAL EXPENDITURE</b>		<u>16625</u>	<u>17,927</u>	<u>2,682</u>	<u>15,245</u>	85%	
<b>less not charged to precept</b>		<u>565</u>					
		<u>16060</u>	<u>17,927</u>				
<b>Less overspends - virements from reserves</b>							
<b>Original Approved Budget</b>		<u>16,060</u>	<u>17,927</u>				



EARNLEY PARISH COUNCIL

Monthly Statement of Bank Accounts as at 31 May 2018

Balance brought forward 1st April 2018	£54,216.34	
Add Receipts	£9,508.51	<u>£63,724.85</u>
Less Payment	£38,246.37	
Balance		<u><u>£25,478.48</u></u>

Bank Accounts	Unity Account	£25,609.53	
			£25,609.53

Less unrepresented payments		
West Sussex County Council Pension - month 2	£131.05	

131.05

add any monies not cleared

0

**RECONCILED BALANCE**

£25,478.48

Note: the stated balances include funds set aside for the following :  
Reserves:

Office Equipment	176
Election Reserves	961
Noticeboard Replacement	2140
Bus Shelter Maintenance	450
Road Signs	250
Flood Alleviation	11312.68
Sreet Lighting	100
Parish Plan Project Reserve	1400

£16,789.68

The balance available for expenditure is therefore

£8,688.80

Prepared by Louise Chater

Signed \_\_\_\_\_

Dated \_\_\_\_\_





**EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET**  
As at 30 April 2018

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
<b>General Administration</b>							
Insurance	1	300	350	342	8	2%	
Audit Fees	2	225	250	102	148	59%	
GDPR/Data Protection	3	35	185	0	185	100%	
Councillors and Clerks training	4	500	300	17	283	94%	
Parish Council Newsletter	5	300	250	0	250	100%	
Office Telephone	6	100	120	16	104	87%	
Printing & Stationery	7	350	400	116	284	71%	
Room Hire & Hospitality	8	375	330	0	330	100%	
Office 365, Website and anti virus protecti	9	150	150	0	150	100%	
NALCC, SALC & CALC Subscription	10	170	159	144	15	10%	
SLCC and Institute Membership	11	90	100	0	100	100%	
Office Equipment	12	200	500	26	474	95%	
		<u>2795</u>	<u>3094</u>	<u>762</u>	<u>2,332</u>	75%	
<b>Salaries &amp; Related Expenses</b>							
Clerks Salary (gross)	13	6554	6746	1,531	5,215	77%	
Transfer Salary/Pension to Fete Budget		0	0		0	#DIV/0!	
Ill Health Insurance	14		80	0	80	100%	
office rent and broadband	15	220	220	55	165	75%	
pension payment	16	1423	1464	324	1,140	78%	
Payroll Services	17	65	75	73	2	3%	
Clerk Expenses	18	380	250	28	222	89%	
		<u>8,642</u>	<u>8835</u>	<u>2,011</u>	<u>6,824</u>	77%	
<b>Grants</b>							
Citizen's Advice Bureau LGA 1972 s142	19	100	100	0	100	100%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	20	350	400	350	50	13%	
Youth Club LG (MP) a 1976 s19	21	100	100	0	100	100%	
Manhood Penninsula Partnership	22		130	0	130	100%	
		<u>550</u>	<u>730</u>	<u>350</u>	<u>380</u>	52%	
<b>Power Of Well Being Grants</b>							
Participatory Funding & Emergent Requests	23	130	100	0	100	100%	
		<u>130</u>	<u>100</u>	<u>0</u>	<u>100</u>	100%	
<b>Public Areas</b>							
Street Lighting	24	200	100	0	100	100%	
Road Signs	25	865	250	0	250	100%	
Bus Shelter Replacement	26	300	300	0	300	100%	
Bus Shelter Cleaning	27	150	100	0	100	100%	
Notice Boards Replacement	28	435	200	0	200	100%	
Notice Boards Maintenance	29	100	100	0	100	100%	
Parish Plan Projects Reserve	30	1,400	500	0	500	100%	
Verge Grass Cutting	31	0	1,000	0	1,000	100%	
Flood Alleviation Projects	32	0	0	0	0	#DIV/0!	
Earnley Concourse - Lot 4	33	0	1,500	0	1,500	100%	
		<u>3450</u>	<u>4,050</u>	<u>0</u>	<u>4,050</u>	100%	
Annual Parish Assembly	34	40	100	0	100	100%	
Councillors' Expenses	35	100	50	0	50	100%	
Sundry Expenses	36	100	150	0	150	100%	
Election Reserve Fund	37	250	250	0	250	100%	
Flood Alleviation Scheme Loan (final payment April 2023)	38	568	568	284	284	50%	
		<u>1058</u>	<u>1,118</u>	<u>284</u>	<u>834</u>	75%	
<b>TOTAL EXPENDITURE</b>		<u>16625</u>	<u>17,927</u>	<u>3,408</u>	<u>14,519</u>	81%	
<b>less not charged to precept</b>		<u>565</u>					
		<u>16060</u>	<u>17,927</u>				
<b>Less overspends - virements from reserves</b>							
<b>Original Approved Budget</b>		<u>16,060</u>	<u>17,927</u>				



**EARNLEY PARISH COUNCIL**

**Monthly Statement of Bank Accounts as at 30 June 2018**

Balance brought forward 1st April 2018	£54,216.34	
Add Receipts	£9,508.51	<u>£63,724.85</u>
Less Payment	£40,614.03	
Balance		<u><u>£23,110.82</u></u>

Bank Accounts	Unity Account	£23,422.90	
			£23,422.90

Less unrepresented payments		
West Sussex County Council Pension		£115.53
HMRC	PAYE	£152.40
Legal & General	Ill Heath Insurance	£35.15
Anvil Mobile	telephone	£9.00

312.08

add any monies not cleared

0

**RECONCILED BALANCE**

£23,110.82

Note: the stated balances include funds set aside for the following :  
Reserves:

Office Equipment	176
Election Reserves	961
Noticeboard Replacement	2140
Bus Shelter Maintenance	450
Road Signs	250
Flood Alleviation	11312.68
Sreet Lighting	100
Parish Plan Project Reserve	1400
	<u>£16,789.68</u>

The balance available for expenditure is therefore

£6,321.14

**Prepared by** Louise Chater

Signed \_\_\_\_\_

Dated \_\_\_\_\_



**EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET**  
**As at 30 June 2018**

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
<b>General Administration</b>							
Insurance	1	300	350	342	8	2%	
Audit Fees	2	225	250	102	148	59%	
GDPR/Data Protection	3	35	185	280	(95)	-51%	
Councillors and Clerks training	4	500	300	17	283	94%	
Parish Council Newsletter	5	300	250	0	250	100%	
Office Telephone	6	100	120	23	97	81%	
Printing & Stationery	7	350	400	252	148	37%	
Room Hire & Hospitality	8	375	330	0	330	100%	
Office 365, Website and anti virus protecti	9	150	150	0	150	100%	
NALCC, SALC & CALC Subscription	10	170	159	144	15	10%	
SLCC and Institute Membership	11	90	100	0	100	100%	
Office Equipment	12	200	500	52	448	90%	
		<u>2795</u>	<u>3094</u>	<u>1,212</u>	<u>1,882</u>	61%	
<b>Salaries &amp; Related Expenses</b>							
Clerks Salary (gross)	13	6554	6746	2,143	4,603	68%	
Transfer Salary/Pension to Fete Budget		0	0		0	#DIV/0!	
Ill Health Insurance	14		80	35	45	56%	
office rent and broadband	15	220	220	73	147	67%	
pension payment	16	1423	1464	412	1,052	72%	
Payroll Services	17	65	75	73	2	3%	
Clerk Expenses	18	380	250	28	222	89%	
		<u>8,642</u>	<u>8835</u>	<u>2,764</u>	<u>6,071</u>	69%	
<b>Grants</b>							
Citizen's Advice Bureau LGA 1972 s142	19	100	100	0	100	100%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	20	350	400	350	50	13%	
Youth Club LG (MP) a 1976 s19	21	100	100	0	100	100%	
Manhood Penninsula Partnership	22		130	0	130	100%	
		<u>550</u>	<u>730</u>	<u>350</u>	<u>380</u>	52%	
<b>Power Of Well Being Grants</b>							
Participatory Funding & Emergent Requests	23	130	100	0	100	100%	
		<u>130</u>	<u>100</u>	<u>0</u>	<u>100</u>	100%	
<b>Public Areas</b>							
Street Lighting	24	200	100	0	100	100%	
Road Signs	25	865	250	0	250	100%	
Bus Shelter Replacement	26	300	300	0	300	100%	
Bus Shelter Cleaning	27	150	100	0	100	100%	
Notice Boards Replacement	28	435	200	924	(724)	-362%	
Notice Boards Maintenance	29	100	100	0	100	100%	
Parish Plan Projects Reserve	30	1,400	500	0	500	100%	
Verge Grass Cutting	31	0	1,000	0	1,000	100%	
Flood Alleviation Projects	32	0	0	0	0	#DIV/0!	
Earnley Concourse - Lot 4	33	0	1,500	0	1,500	100%	
		<u>3450</u>	<u>4,050</u>	<u>924</u>	<u>3,126</u>	77%	
Annual Parish Assembly	34	40	100	34	66	66%	
Councillors' Expenses	35	100	50	0	50	100%	
Sundry Expenses	36	100	150	18	132	88%	
Election Reserve Fund	37	250	250	0	250	100%	
Flood Alleviation Scheme Loan (final payment April 2023)	38	568	568	284	284	50%	
		<u>1058</u>	<u>1,118</u>	<u>336</u>	<u>782</u>	70%	
<b>TOTAL EXPENDITURE</b>		<u>16625</u>	<u>17,927</u>	<u>5,586</u>	<u>12,341</u>	69%	
<b>less not charged to precept</b>		<u>565</u>					
		<u>16060</u>	<u>17,927</u>				
<b>Less overspends - virements from reserves</b>							
<b>Original Approved Budget</b>		<u>16,060</u>	<u>17,927</u>				



Date Paid	Minute No	Cheque no	Supplier	Details	Sum of Payment
23-Apr	64.18(b)	dp	Came & Company	Insurance	341.99
30-Apr	64.18(b)	dd	Public Works Loan Board	Flood Alleviation Loan	284.24
18-May	64.18(b)	dp	Mulberry & Co	Audit	122.04
25-Jun	(blank)	dp	Parish Magazine Printing	footpath leaflet	104
<b>Grand Total</b>					<b>852.27</b>





Cllrs Training Plan

Date	Time	Course	Councillor Attending	Location	Cost
05 July 2018	9.45-15.30	Meeting & HR Procedures Briefing & Awareness*	Sandy Simpson	Haslemere	80
10 July 2018	17.45-21.00	Cllrs Training & Briefing Awareness		Chichester Park Hotel	60
12 July 2018	9.30-15.30	Chairs Networking Day		The Amex Brighton	80
04 September 2018	17.45 -21.00	Cllrs Training & Briefing Awareness		Bletchingley Golf Course	60
11 September 2018	17.45-21.00	Chairmanship		Bletchingley Golf Course	60
20 September 2018	17.45-21.00	Chairmanship		Chichester Park Hotel	60
27 September 2018	9.30-15.30	Legal & Finance Day		South Of England Event Centre	100
02 October 2018	13.45-16.45	First Aid Training		Warnham Park	Donation
04 October 2018	9.30-15.30	West Sussex AGM & Autumn Conference	CC/RC	Lodge Hill	45
18 October 2018	17.45-21.00	Chairmanship		Crowborough Town Hal	60
22 November 2018	17.45-21.00	Planning Update		Billingshurst Community Centre	60
04 December 2018	17.45-21.00	Planning Update		Copthorne Hotel	60
Bespoke		Parish Online			Free
Bespoke		SharePoint Computer Package			Contractor or Clerk

\* Booked

All course fees exclude mileage and VAT

West Sussex AGM & Autumn Conference 45 per representative. Cllrs Carey & Charter nominated representatives

Further information on the courses are available at:

[http://sussexalc.org.uk/EventsTraining\\_19251.aspx](http://sussexalc.org.uk/EventsTraining_19251.aspx) username Earnley Parish Council Password : 64297



**Earnley Parish Council**  
Minutes of the Employment Committee held on 28<sup>th</sup> June 2018 which commenced at  
7.15pm, at Bracklesham Barn, Beech Avenue, Bracklesham

**PRESENT:** Cllrs. Sandy Simpson (Chairman), John Stant, Keith Martin and Chris Charter

**In attendance:** Mrs Louise Chater (Clerk)

**01.18 PUBLIC QUESTION TIME**

None.

**02.18 APOLOGIES AND REASONS FOR ABSENCE**

Cllr. Carey - prior engagement.

**03.18 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests - none.

**04.18 CLERKS CONDITION OF EMPLOYMENT**

1. Review of hours worked financial year ended 31 March 2018 - it was noted that the Clerk had worked an additional 52.95 hours. Cllr. Simpson and the Clerk had agreed to meet each quarter to review the hours worked and this would become a standard agenda item for each quarter. Cllr. Simpson was of the view that there were some jobs that the Councillors could do to take some of the pressure off the Clerk.

However, it is highly likely that the Clerks hours will need to increase due to the pressures on the District Council and County Council and the number of tasks that are likely to become the responsibility of the Parish Council in the future.

2. Review of end of year appraisal. Cllr. Simpson had reviewed the Clerks performance against the objectives set for the year ended 31<sup>st</sup> March 2018, including the additional objectives that had been set at the half year review. Most of the objectives had been successfully completed, and a small number had been carried forward to the next year either due to the ongoing nature of the objective or the objective had yet to be completed. The Clerk had stated that she feels supported by the Councillors and the training provided.
3. Review of targets set for year ended 31 March 2019 - Ongoing objectives brought forward, include raising the profile of the parish, maintaining procedures including quarterly financial reviews and increasing the number of newsletters to three per year. New



objectives added include replacement website, compliance with GDPR, implementation of IT, to work within contracted hours and to liaise with Cllr. Carey in relation to Flood Alleviation Funding and to work with the council to towards the implementation of Objective One of the Parish Plan

4. Review of Clerk's Pay scale - Having reviewed the workload and tasks undertaken it was considered appropriate to move the Clerk to Job Profile 2 LC2 (Scale point 26-29) and to increase to scale point 26 which should be backdated to 1<sup>st</sup> April

**05.18 RECOMMENDATION TO FULL COUNCIL**

1. To pay in full the additional 52.95 hours worked for the year ended 31<sup>st</sup> March 2018 at scale point 25.
2. To increase the Clerks Salary to Scale point 26 and back date it to 1<sup>st</sup> April 2018.

Meeting closed at 20.00

Signed \_\_\_\_\_ Chairman to Earnley Parish Council Employment Committee

Dated \_\_\_\_\_

